



## DC STARS Training Calendar

### *Training sessions and workshops*

#### **DC STARS Overview**

***DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.***

***Required to receive a DC STARS user login (except teachers)***

**Description** An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

**Targeted Audience** All DC STARS users

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM Sessions 1 PM to 4 PM

#### **Student Information Manager**

**Description** Presents details of admitting, withdrawing and registering students.

**Targeted Audience** Registrars and Data Entry Personnel

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM  
PM sessions 1 PM to 4 PM

#### **DC STARS Open Workshop**

**Description** Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

***You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.***

**Target Audience** All DC STARS users

**Location** 825 in the 5th Floor Computer Lab

**Time** 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

**Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.**



## DC STARS Training Calendar

### Pre-Scheduling Work Session

**Description** This work session will guide the school master scheduler through the activities that must be completed for creating the school master schedule for SY 2009/10. Pre-Scheduling / Scheduling Planning documents must be completed by each school principal reviewed and signed-off by the Director of Scheduling, Jerome DeMarchi, before the beginning of your school's Pre-Scheduling Work Session.

**Targeted Audience** School Master Scheduler and data entry.

**Location** 825, 5th Floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

### Scheduling Work Session

**Description** **Required for all secondary schools that use courses and schedule their students. Principals are required to attend and should bring the school master scheduler (if the master scheduler is not the principal).** The work session will guide the principal and school master scheduler in building the school's master schedule for the SY 2009/2010 and progress through the scheduling of students. Completion of student course selections is required prior to this work session. This work session is very targeted and each session is scheduled for 3 half days from 2 to 6 PM to minimize your time away from your school.

**Targeted Audience** Principal, School Master Scheduler (not the principal) and optionally a third person.

**Location** 825, 5th Floor Computer Lab

**Time** Half Day 9 AM to 1 PM

Half Day 2 PM to 6 PM

### Senior Processing and SHS Grade Promotion *(This work must be completed before Year End Transition.)*

**Description** This course provides the key steps to document and process graduating students in DC STARS. You will learn how to document the student's graduation information. You will also be provided a list of students being promoted to the next grade level. The Pre-Transition List must be checked against the promotion list for accuracy. This work must be completed before Year End Transition in the beginning of July.

**Targeted Audience** SHS Counselors and/or Data Entry Personnel

**Location** - 825, 5<sup>th</sup> floor Computer Lab

**Time** AM Sessions 9 AM to 12 PM

PM sessions 1 PM to 4 PM

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**STARS**  
Student Tracking and Reporting System

## DC STARS Training Calendar

### New School Year Setup (NSY Setup)

#### ***Mandatory for ALL schools***

**Description** During this workshop each school will review and complete the school setup for SY2009/2010. Please check the SY Setup group pages at the end of the Training Calendar for your group with the date, time and location for your workshop. *It is critical that you **ARRIVE ON TIME** for this session as each step builds on the one before it and there is no time to catch up late comers.*

**Targeted Audience:** Student Information Manager

**Location** - 825, 5<sup>th</sup> floor Computer Lab

**Time** AM Sessions 9AM to 12 PM  
PM Sessions 1 PM to 4 PM

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Student Tracking and Reporting System

## DC STARS Training Calendar

DC STARS Training Calendar June 2009					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	6/1	6/2	6/3	6/4	6/5
825 5th floor	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	STARS Overview AM	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations
All Days	6/8	6/9	6/10	6/11	6/12
825 5th floor	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations
All Days	6/15	6/16	6/17	6/18	6/19
825 5th floor	Open Workshop Call 724-2252 for Reservations		Student Info Manager AM		Open Workshop Call 724-2252 for Reservations
All Days	6/22	6/23	6/24	6/25	6/26
825 5th floor	Senior Processing AM	Senior Processing AM	Pre-Scheduling/ Scheduling Work Session C2	Pre-Scheduling/ Scheduling Work Session C3	Open Workshop Call 724-2252 for Reservations
	Senior Processing PM	Senior Processing PM			
All Days	6/29	6/30			
825 5th floor	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations			

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Version Date: 06/17/09



**STARS**  
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## DC STARS Training Calendar

DC STARS Training Calendar July 2009					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days			7/1	7/2	7/3
825 5th floor			STARS Overview AM	Open Workshop Call 724-2252 for Reservations	Holiday
			STARS Overview PM		
All Days	7/6	7/7	7/8	7/9	7/10
825 5th floor	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations YET Begins!! DC STARS goes down at 3:00PM
All Days	7/13	7/14	7/15	7/16	7/17
825 5th floor	Open Workshop Call 724-2252 for Reservations YET Complete!! DC STARS available at 7:00AM	Open Workshop Call 724-2252 for Reservations	Student Info Manager AM	Open Workshop Call 724-2252 for Reservations	Open Workshop Call 724-2252 for Reservations
All Days	7/20	7/21	7/22	7/23	7/24
825 5th floor	NSY Setup Group P1 AM	NSY Setup Group P3 AM	NSY Setup Group P5 AM	NSY Setup Group P7 AM	Open Workshop Call 724-2252 for Reservations
	NSY Setup Group P2 PM	NSY Setup Group P4 PM	NSY Setup Group P6 PM	NSY Setup Group P8 PM	
All Days	7/27	7/28	7/29	7/30	7/31
825 5th floor	NSY Setup Group M1 AM	Open Workshop Call 724-2252 for Reservations	NSY Setup Group S1 AM	NSY Setup Group S3 AM	Open Workshop Call 724-2252 for Reservations
	NSY Setup Group M2 PM		NSY Setup Group S2 PM	Open Workshop Call 724-2252 for Reservations	

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Version Date: 06/17/09



**STARS**  
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## DC STARS Training Calendar

DC STARS Training Calendar August 2009					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	8/3	8/4	8/5	8/6	8/7
825 5th floor	NSY Setup Group C2 AM	NSY Setup Group C1 AM	STARS Overview AM	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>
	NSY Setup Group C3 PM	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>		
All Days	8/10	8/11	8/12	8/13	8/14
825 5th floor	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>
All Days	8/17	8/18	8/19	8/20	8/21
825 5th floor	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	Student Info Manager AM	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>
			<i>Open Workshop Call 724-2252 for Reservations</i>		
All Days	8/24	8/25	8/26	8/27	8/28
825 5th floor	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>	<i>Open Workshop Call 724-2252 for Reservations</i>
All Days	8/31				
825 5th floor	<i>Open Workshop Call 724-2252 for Reservations</i>				

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## New School Year Setup

June 24th	June 25th				
<b>C2</b>	<b>C3</b>				
Browne	Brightwood				
Francis	Brookland				
LaSalle	Burroughs				
Marshall	Emery				
Oyster/Adams	Langdon				
Sharpe-Health	Noyes				
Takoma	Raymond				
Walker-Jones	Shaed				
Webb/Wheatley	Truesdell				
West	Whittier				
Winston					



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## New School Year Setup

July 20 <sup>th</sup>	July 21 <sup>st</sup>	July 22 <sup>nd</sup>	July 23 <sup>rd</sup>	July 27 <sup>th</sup>	July 29 <sup>th</sup>
<b>P1 @ 9:00 AM</b>	<b>P3 @ 9:00 AM</b>	<b>P5 @ 9:00 AM</b>	<b>P7 @ 9:00 AM</b>	<b>M1 @ 9:00 AM</b>	<b>S1 @ 9:00 AM</b>
Aiton	CW Harris	Maury	Simon	Deal	Anacostia
Amidon	Head Start	Miner	Smothers	Jefferson	McKinley
Bancroft	Hearst	Montgomery	Stanton	Johnson	Phelps
Barnard	Hendley	Moten	Stoddert	MacFarland	Spingarn
Beers	Houston	Murch	MC Terrell	Ronald Brown/Merritt	Wilson
Birney	Hyde	Nalle	Thomas	Sousa	Woodson
Brent	Janney	Orr	Thomson	Stuart-Hobson	Woodson BFI
Bruce-Monroe	Turner	Patterson	JO Wilson		
Burrville	Tyler	Payne	Powell		
	Watkins	Plummer			
<b>P2 @ 1:00 PM</b>	<b>P4 @ 1:00 PM</b>	<b>P6 @ 1:00 PM</b>	<b>P8 @ 1:00 PM</b>	<b>M2 @ 1:00 PM</b>	<b>S2 @ 1:00 PM</b>
Cleveland	Kenilworth	Randle Highlands	Child & Family Svs	Eliot/Hine	Ballou
HD Cooke	Ketcham	Emila Reggio	DC Care Centers	Hardy	Cardozo
Davis	Key	Peabody	DC Corrections	Hart	Columbia Heights
Draper	Kimball	Raymond	Jackie Robinson	Kelly Miller	Dunbar
Drew	King	Reed	LaShawn	Kramer	Dunbar-Pre-Eng
Eaton	Lafayette	River Terrace	Mamie D Lee	Shaw/Garnet-Patterson	Eastern
Ferebee-Hope	Leckie	Ross	Pre-K Incentive		Transition Academy
Garfield	Ludlow-Taylor	Savoy	Prospect LC		Twilight Academy
Garrison	Malcolm X	Seaton	Residential		
Tubman	Mann	Shepherd	Tuition Grant		





## New School Year Setup

July 30 <sup>th</sup>	August 3 <sup>rd</sup>	August 3 <sup>rd</sup>	August 4 <sup>th</sup>		
<b>S3 @ 9:00 AM</b>	<b>C2 @ 9:00 AM</b>	<b>C3 @ 1:00 PM</b>	<b>C1 @ 9:00 AM</b>		
Banneker	Browne/Young	Brightwood	DC Detention		
Choice	Francis/Stevens	Brookland	Ballou STAY		
Coolidge	LaSalle/Backus	Burroughs	Roosevelt STAY		
Ellington	Marshall EC	Emery	Spingarn STAY		
Luke C Moore	Oyster/Adams	Langdon	Youth Engagement Academy		
Roosevelt	Takoma	Noyes	Youth Services Ctr		
School w/Walls	Walker-Jones	Shaed			
	Winston	Truesdell			
	Sharpe Health	Whittier			
	West	Hamilton Center			
	Webb				



## Training Registration Form

### Instructions:

1. Fill in the information requested below. **PLEASE PRINT.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The latest class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax or email your completed registration form to the training coordinator.  
Fax: [202-442-5728](tel:202-442-5728)

### Training Participant:

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

School Name: \_\_\_\_\_ School Code: \_\_\_\_\_

DCPS/DC.Gov Email: \_\_\_\_\_ HQ Domain User Id: \_\_\_\_\_

Agency (*i.e.* OSSE  
Child Family Agency): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position (*at School/*  
*Agency*): \_\_\_\_\_

I am a new user and will need a DC STARS login ID. Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, an id will be given at the end of **DC STARS Overview** training.)

### Class Requests:

Course Name	Date /Session	Location
<i>Example:</i> <i>DC STARS Overview</i>	<i>June 13 PM</i>	<i>825</i>

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